

CHAPTER 9 - RESTRICTED CAPITAL IMPROVEMENT PROJECT REQUIREMENTS

1.0 General Information

- 1.1 The purpose of restricted capital improvement projects is to provide state agencies with a means of assigning projects of smaller scope and budgets without advertising for each project. By statute each restricted architectural project's total cost cannot exceed \$500,000 (\$750,000 July 1, 2006) and each restricted engineering project's total cost cannot exceed \$250,000 (\$500,000 July 1, 2006).
- 1.2 Architectural and/or engineering services on restricted projects can be provided by an agency project architect, agency project engineer, a DFM design project architect, a DFM design project engineer, or an on-call project architect or on-call project engineer.
- 1.3 Policies and procedures applicable to restricted projects can be found in Chapters 2, 5, 6, 7, 12, 13, 14, 16 and 17.
- 1.4 When requesting payment, the on-call project architect/engineer shall submit to the state agency an invoice in accordance with the fee negotiations on the sample copy provided in the Appendix on the DFM website.
- 1.5 DFM will submit an invoice to each agency for services completed by the DFM design section.

2.0 Meeting Minutes

- 2.1 The project architect/engineer shall take minutes of each project meeting throughout all phases of a project and promptly forward typed copies of the minutes to the project team.

3.0 Submittal Requirements

- 3.1 All costs for review sets, including re-submittals, shall be the responsibility of the project architect/engineer.
- 3.2 The project architect/engineer shall make any revisions and re-submittals deemed necessary by the project team within the negotiated scope of work.

END OF CHAPTER 9